

**Department of Rehabilitation Services
JOB OPPORTUNITY**

**Posting Extended
INTERPRETER ASSISTANT (Deaf and Hearing Impaired)**

Candidates who have applied need not re-apply

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE

The Department of Rehabilitation Services, Bureau of Rehabilitation Services (BRS) division is recruiting to fill an Interpreter Assistant (Deaf and Hearing Impaired) position. The selected incumbent would be required to travel. However, the primary work location will be 3580 Main St., Hartford, CT.

OPEN TO: Current State Employees and the Public

BARGAINING UNIT: Social and Human Services (P-2)

SALARY RANGE: \$45,933.00 to \$58,021.00 Annually (SH 17)

LOCATIONS : 25 Sigourney Street, Hartford, CT
699 East Middle Turnpike, Manchester, CT.

JOB POSTING NO: 32385

POSTING DATE: November 14, 2013 to November 21, 2013

EXAMPLES OF DUTIES:

Serves as interpreter to deaf and hearing impaired professional staff in telephone calls, at meetings and conferences and in conduct of routine agency business; performs routine office work during times when not needed as interpreter including filing, record keeping, typing, and answering telephone requests for information; directs clients to proper agency staff member and assists clients in placing telephone calls, interpreting if necessary; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of all forms of interpreting for the deaf and hearing impaired; knowledge of routine office procedures; familiarity with the National Registry of Interpreters for the Deaf (NRID) Code of Ethics; interpersonal skills; oral and written communication skills; ability to compose routine letters; ability to follow complex instructions given in sign language as well as verbally.

EXPERIENCE AND TRAINING:

Experience as an interpreter in a variety of situations involving the deaf and hearing-impaired; including two (2) years employment in general office work.

SPECIAL REQUIREMENT:

Incumbents in this class may be required to travel. The successful candidate must have a driving history acceptable to the Commissioner of Rehabilitation Services. Additionally, they must be registered with the Commission on the Deaf and Hearing Impaired and possess an appropriate certification for the specific setting issued by the National Registry of Interpreters for the Deaf (NRID) and/or National Association of the Deaf (NAD), in accordance with section 46a-33a of the Connecticut General Statutes.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12) along with a copy of your **certification card issued by the National Registry of Interpreters for the Deaf (NRID) and/or National Association of the Deaf (NAD)**. Incomplete, blank or late applications will not be considered. No fax copies will be accepted. Please mail your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

Sabrina Betts, Human Resources Specialist
Department of Rehabilitation Services
25 Sigourney Street, Human Resources, 6th Floor
Hartford, CT. 06106

APPLICATIONS MUST BE POSTMARKED BY November 21, 2013, CLOSE OF BUSINESS

The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at:
www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS.